

LOVING MUNICIPAL SCHOOL DISTRICT

Employment Application Guidelines

Complete Employment Application Form

APPLICATION REQUIREMENTS:

Submit to: Loving Municipal Schools
Attn: Superintendent
602 South Sixth Street
P. O. Box 98
Loving, New Mexico 88256

An application for a professional position in the Loving Municipal School District is considered complete when the following materials are on file in the personnel office:

1. Signed letter of interest
2. Completed and signed job application
3. Resume
4. A copy of transcript(s) of college/university work.
(Official transcript(s) required upon employment.)
5. Signed agreement, authorization, waiver, and release
6. 3 Letters of reference, including one from current supervisor.

Upon screening selection, applicants will be scheduled for an interview.

Active Employment Application

An application for a professional position in the Loving Municipal School District is considered active when the following materials are on file in the personnel office.

1. Completed and signed application form
2. Resume
3. A copy of transcript(s) of college/university work.
(Official transcript(s) required upon employment.)

It is the responsibility of the applicant to obtain such material and have them sent to the personnel office. Applications are kept on file for one year from the date submitted. If the applicant has not been employed within this time, the application will be destroyed unless the applicant submits a letter updating the application and requesting continued consideration.